

TRANSMITTAL SLIP		DATE 30 APR 1982
TO: Mr. Fitzwater		
ROOM NO.	BUILDING BX-4	
REMARKS:		
<p>EO/DOA <i>[Signature]</i> 30 APR 1982</p> <p>ADDA <i>[Signature]</i> 3 MAY 1982</p> <p>ADDA (fyi) <i>[Signature]</i></p> <p>Karen Holt 5/20</p> <p>Mr. Fitzwater</p>		
FROM: D/ODP/DDA		
25X1	2-D-00 HQS	
ROOM NO.	BUILDING	EXTENSION

CONFIDENTIAL

DD/A Registry

82-1111

ODP 82-597

30 APR 1982

DD/A REGISTRY

FILE: ~~82-1111~~ 100-20

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data ProcessingSUBJECT: Presentation to ODP Conference

Harry:

1. Thank you for accepting our invitation to join us at our conference. I believe this will be the first time that ODP as a whole has had the opportunity to hear you speak since you became DDA. I am sure they would be very interested in hearing from you how our Directorate and Agency are doing these days. You are scheduled to speak to us on 20 May from 1930-2030 hours. I also hope your schedule will allow you to join us for social hour and dinner.

2. This is the office-wide conference we hold about every 18 months. Your audience will include all levels of data processing personnel, data transcribers, computer operators, programmers, systems analysts, and data processing managers. I am sure you will find some old friends in the crowd. We have also invited managers and computer users from other Agency offices. All those present will hold clearances for material classified through TOP SECRET.

3. I have attached a copy of our tentative agenda and registration information for your reference. If there is anything we can do to make your visit with us more comfortable, please let us know. My Executive Officer, is coordinating the conference.

4. Once again, thank you for joining us. We are looking forward to your visit with us.

Bruce T. Johnson

Att: a/s

CONFIDENTIAL

CLASSIFICATION
(IF NEEDED)

MEMORANDUM FOR: ODP Administrative Staff
2D0105 Headquarters

FROM: Name _____ Ext. _____
Office _____ Badge No. _____

Smoker: Yes/No

This Reservation Form must be completed by each Staff employee planning to participate in any or all of the activities scheduled at our conference site (CS) from 1600 hours on 19 May 1982 through 1600 hours on 21 May. Sessions in the auditorium on Wednesday are open to all badged personnel without reservation. Return the completed form, (with your Division/Staff Chief's approval if you are in ODP) to ODP/Admin Staff no later than 30 April. Please check all services you plan to use. Refer to the Tentative Agenda for schedule. We regret that because of space limitations, overnight lodging is available for ODP Staff employees and guests of D/ODP only.

	Wed. 19th	Thurs. 20th	Fri. 21st.
Breakfast	-----		With D/ODP
Bus from West Lot	1600 hrs	0700	0700
Bus from _____	-----	0730	0730
Parking for POV (License #) at Conference Site			
Morning Sessions	In Aud.-Open		
Lunch	-----		
Afternoon Sessions	In Aud.-Open		-----
Social Hour			-----
Afternoon Bus from CS	-----	1630	1600
Dinner			-----
Evening Sessions			-----
Evening Bus From CS	2145	2045	-----
Overnight Lodging at CS			-----
FRI, Tournaments (one only)	-----	-----	-----
Tennis	-----	-----	
Golf	-----	-----	
Volleyball	-----	-----	

STAT

Please note any special accommodations or services needed.

(Interpreters for hearing impaired attendees will be provided.)

APPROVED: _____
Supervisor's Name & Title (ODP Only) Date

DATA PROCESSING CAREER CONFERENCETENTATIVE AGENDA AND SCHEDULE
19, 20, 21 May 1982

Theme: Computers and Productivity

Wednesday, 19 May - Headquarters Auditorium

0900-1000 State of the Office

Bruce Johnson
Director, ODP

1000-1015 Break

STAT

1015-1105 Trends in Technology

International Data
Corporation

1110-1200 Data Processing Productivity

IBM Systems Science
Institute

STAT

1200-1300 Lunch

STAT

1300-1350 Personal Computers:
Increasing Productivity in the
Home and Small OfficeEditor, BYTE
Magazine1400-1530 Personal Computer Display Open User and Vendor
Demonstrations in
the Tunnel

1600 Bus Leaves West Lot

1715 Bus Arrives Conference Site (CS)

Conference Site

1615-1715 Social Hour

1730-1830 Dinner

1830-1930 Registration

1930-2130 Office Automation Roundtable
DiscussionODP, and
Panel of
Specialists

STAT

2130-2330 Social Activities

2145 Bus Leaves for Headquarters

ODP Conference Agenda and Schedule (Contd.)

Thursday, 20 May - Conference Site (CS)

0700-0815	Breakfast		
0700	Bus Leaves West Lot		
0730	Bus Leaves		STAT
0830	Bus Arrives CS		
0830-0845	Registration for New Arrivals		
0845-0900	Welcome to CS		Host STAT
0900-0915	ODP Welcome		ODP STAT
0915-1015	ADP Research & Development		et al, ORD
1015-1045	Break		
1045-1130	CAMS2		STAT
1130-1215	Practical Graphics		ODP STAT
1215-1330	Lunch		
1330-1500	Managing Stress		Ph.D., STAT OMS-workshop Leader
1500-1515	Stretch Break		
1515-1600	"The Workplace Hustle" A Videotape on Sexual Harass- ment Narrated by Ed Asner		Ph.D., STAT OMS-Commentator and Discussion Leader
1600-1730	Social Hour		
1630	Early Bus Leaves for		Headquarters STAT
1730-1830	Dinner		
1830-1930	Special Interest Sessions (To be determined at conference)		
1930-2030	State of the Directorate	Harry Fitzwater, DDA	
2045	Late Bus Leaves for		Headquarters STAT
2030-2330	Social Activities		

ODP Conference Agenda and Schedule (Contd)

Friday, 20 May - Conference Site (CS)

0700-0815	Breakfast		
0730-0815	D/ODP Breakfast with <input type="text"/> Rotational Assignment		STAT
0700	Bus Leaves West Lot		
0730	Bus Leaves <input type="text"/>		STAT
0830	Bus Arrives CS		
0830-0845	Registration for New Arrivals		
0845-0940	Processing's Plan for the Future	<input type="text"/> ODP	STAT
0940-1010	Break		
1010-1100	Trends in Computing	<input type="text"/> P	STAT
1100-1200	Current Intelligence in Central America	<input type="text"/> DDI	
1200-1330	Lunch		
1330-1530	Tournaments: Golf Tennis Volleyball	<input type="text"/>	STAT